

Documentum RM v4.1 with ApplicationXtender v5.2 by Documentum, Inc.

Documentum RM/ApplicationXtender Summary Report

The Joint Interoperability Test Command (JITC) tested a Records Management Application (RMA) product combination consisting of Documentum Records Manager (RM) Version (v) 4.1, with Documentum ApplicationXtender v5.2. JITC conducted the test at the Documentum facility in Ottawa, Canada, on 29 and 30 June 2004, using v7.1 of the RMA Compliance Test Procedures.

JITC verified the Documentum RM/ApplicationXtender product combination is compliant with Chapter 2, Mandatory Requirements of Department of Defense 5015.2 Standard, "Design Criteria Standard for Electronic Records Management Software Applications," dated 19 June 2002.

TABLE OF CONTENTS

<u>Section 1. Product Identification</u>
<u>Section 2. Test Configuration</u>
<u>Section 3. RMA Mandatory Requirements</u>

1. Product Identification

Documentum Records Manager v4.1 with Documentum ApplicationXtender v5.2, hereafter referred to as Documentum RM/ApplicationXtender, is an integrated records management system. ApplicationXtender is a content management system and offers the ability to store files. Its integration with Documentum RM gives organizations the ability to manage ApplicationXtender documents as records.

The product combination, as tested, consisted of the following component programs and utilities.

- Documentum Records Manager v4.1
- ApplicationXtender v5.2
- Crystal Reports¹

¹ Must be purchased separately. Documentum RM v4.1 ships with the run-time version of Crystal Reports. To fully meet the reporting requirements of DOD 5015.2-STD, organizations must purchase a full version of Crystal Reports. Documentum RM supports Crystal Reports v8.0 or v9.0.

1.1 Allocation of RMA Requirements

Table 1 identifies the mandatory functions required by the Standard and indicates which of those functions Documentum RM performs, which ApplicationXtender performs, and which both products perform either jointly (both share the function) or separately (both perform the function independently).

Table 1. Mandatory Functions Allocation				
DOD 5015.2-STD		Documentum RM	Application Xtender	Comments
Para	Requirement			
C2.1.1.	Managing Records	✓	✓	Jointly
C2.1.2.	Accommodating Dates and Date Logic	✓	✓	Separately
C2.1.3.	Implementing Standard Data	✓	✓	Separately
C2.1.4.	Backward Compatibility	✓	✓	Separately
C2.1.5.	Accessibility	✓	✓	Separately
C2.2.1.	Implementing File Plans	✓		
C2.2.2.	Scheduling Records	✓		
C2.2.3.	Declaring and Filing Records	✓	✓	Jointly
C2.2.4.	Filing E-mail Messages	✓		
C2.2.5.	Storing Records	✓	✓	Jointly
C2.2.6.	Retention and Vital Records Management			
C2.2.6.1.	Screening Records	✓		
C2.2.6.2.	Closing Record Folders	✓		
C2.2.6.3.	Cutting Off Record Folders	✓		
C2.2.6.4.	Freezing/Unfreezing Records	✓		
C2.2.6.5.	Transferring Records	✓	✓	Jointly
C2.2.6.6.	Destroying Records	✓	✓	Jointly
C2.2.6.7.	Cycling Vital Records	✓		
C2.2.6.8.	Searching and Retrieving Records	✓	✓	Jointly
C2.2.7.	Access Controls	✓		
C2.2.8.	System Audits	✓		
C2.2.9.	System Management Requirements			Performed by the operating system and DBMS

2. Test Configuration

The testbed hardware configuration consisted of:

- One server running the Microsoft (MS) Windows 2000 Server (Service Pack [SP] 3), MS SQL Server 2000 (SP2), and MS Exchange 2000 (SP2), and ApplicationXtender v5.2.
- One client personal computer (PC) running MS Windows 2000 Professional (SP4). Installed software included ApplicationXtender v5.2, MS Office 2002, and MS Outlook 2002.
- One client PC running MS Windows XP Professional (SP1). Installed software included ApplicationXtender v5.2, MS Office 2002 (SP3), and MS Outlook 2002 (SP3).

3. RMA Mandatory Requirements

3.1 *Managing Records [C2.1.1.]*

Documentum RM and ApplicationXtender act together to manage electronic, e-mail, and non-electronic records. Electronic documents filed through ApplicationXtender remain in the ApplicationXtender repository in their original, native file format. Documentum RM stores the record profile data. Users file e-mail records using Documentum RM's MS Outlook integration and those records remain in the Documentum RM repository. Users manage documents stored on other media, such as paper, diskette, or tape, as records by adding profile data through the Documentum RM user interface.

3.2 *Accommodating Dates and Date Logic [C2.1.2.]*

Documentum RM and ApplicationXtender store and display dates using a 4-digit year format, and recognize leap years including the year 2000. Both accept user input of valid dates from current, previous, and future centuries.

3.3 *Implementing Standard Data [C2.1.3.]*

Documentum RM provides the required elements necessary to implement standard data. Records managers can configure ApplicationXtender with the record metadata data elements defined in DOD 5015.2-STD. When ApplicationXtender is paired with Documentum RM, records managers map ApplicationXtender data elements to those in Documentum RM using the RM Configuration Utility.

3.4 *Backward Compatibility [C2.1.4.]*

JITC verified backward compatibility by loading the Documentum RM v3.1 and ApplicationXtender v4.5 database into Documentum RM v4.1 and ApplicationXtender v5.2.

3.5 *Accessibility [C2.1.5.]*

Documentum provided the 508 Voluntary Product Accessibility Templates (VPATS) provided as appendices to the detailed test report.

3.6 *Implementing File Plans [C2.2.1.]*

Documentum RM provides all required elements necessary to implement the file plan.

3.7 *Scheduling Records [C2.2.2.]*

Documentum RM provides all required elements necessary to schedule records.

3.8 *Declaring and Filing Records [C2.2.3.]*

Users file e-mail and non-electronic documents using the Documentum RM interface.

When filing through AX, users first bring the document into ApplicationXtender and assign the required metadata elements. When users decide to file the document into Documentum RM, they perform a search for that document, right-mouse click it, and select “Classify and Transfer.”

ApplicationXtender prompts the user to select a record category/folder. ApplicationXtender passes all mapped metadata information from the ApplicationXtender document profile into Documentum RM. ApplicationXtender presents a confirmation screen notifying the user the document was filed successfully.

Although the electronic record file remains in the ApplicationXtender repository, it no longer appears in searches performed from within ApplicationXtender.

At the time of filing, Documentum RM assigns a Unique Record Identifier and adds the Date Filed. Users cannot modify either field.

3.9 *Filing E-mail Records [C2.2.4.]*

Documentum RM provides all required elements necessary to file e-mail as records.

3.10 *Storing Records [C2.2.5.]*

Documentum RM stores e-mail records in its own repository. ApplicationXtender stores electronic documents in its own repository. The permissions granted in Documentum RM determine who has access to the records and what they can do with those records. Only users with appropriate access can delete records from the repository. Documentum RM stores the file plan and record profile data in a relational database. MS SQL Server 2000 provided database capabilities during the test.

3.11 *Screening Records [C2.2.6.1.]*

Documentum RM provides all required elements necessary to screen records.

3.12 *Closing Record Folders [C2.2.6.2.]*

Documentum RM provides all required elements necessary to close record folders.

3.13 *Cutting Off Record Folders [C2.2.6.3.]*

Documentum RM provides all required elements necessary to cut off record folders.

3.14 *Freezing/Unfreezing Records [C2.2.6.4.]*

Documentum RM provides all required elements necessary to freeze and unfreeze records and folders.

3.15 *Transferring Records [C2.2.6.5.]*

Documentum RM provides the tools necessary to determine when records are due for transfer or accession. Documentum RM copies the affected electronic files being stored in its own repository and XML-based metadata files to a user-specified directory. Records managers must then open ApplicationXtender, select "Utilities\Export Link File Content..." and select the user-specified directory to copy the electronic files from ApplicationXtender repository.

3.16 *Destroying Records [C2.2.6.6.]*

Documentum RM provides the tools necessary to determine which records and/or folders are due for destruction. After the records manager confirms the intent to destroy records, Documentum RM deletes the records from its own repository and sends a command to ApplicationXtender requesting that it destroy the selected records. Records cannot be reconstructed after they have been deleted.

3.17 *Cycle Vital Records [C2.2.6.7.]*

Documentum RM provides all required elements necessary to cycle vital records.

3.18 *Searching and Retrieving Records [C2.2.6.8.]*

Documentum RM provides all required elements necessary to search for records and to retrieve them from its own repository. To retrieve a record from the ApplicationXtender repository, the user must right-click on the search result and select "Open " to view the file in the ApplicationXtender viewer.

3.19 *Access Control [C2.2.7.]*

Documentum RM provides all required elements necessary to control access to records.

3.20 *System Audits [C2.2.8.]*

Documentum RM provides system auditing capabilities.

3.21 *System Management Requirements [C2.2.9.]*

MS Windows 2000 Server and the MS SQL Server 2000 database management system provide the required system management capabilities.

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